



Citrus Community College District
1000 W. Foothill Blvd., Glendora, CA 91741

eMEMO

Office of the Superintendent/President
Greg Schulz, Ed.D.

January 5, 2023

Dear Colleagues,

Citrus College is opening an internal recruitment for the Interim Dean of Counseling Programs and Services. This opportunity is open to all interested current employees of the District who meet the minimum qualifications for the position.

Interviews for this opportunity are anticipated to be held on Monday, January 23 and/or the morning of Tuesday, January 24. The anticipated start date for this interim position is Wednesday, February 1, 2023 (pending Board approval) and the projected end date for this interim position is December 31, 2023. It is anticipated that a search process for the permanent appointment to the position of Dean of Counseling Programs and Services will begin in the fall and conclude prior to December 2023. Pending Board approval, the Dean would begin January 1, 2024.

I am working with Human Resources, the Academic Senate and CSEA to assemble a small search committee for this Interim Dean position. The search committee members will work closely with me as part of this confidential search process, as I prepare to recommend an Interim Dean of Counseling Programs and Services candidate to the Board of Trustees.

This opportunity is open beginning today, and interested applicants need to respond by no later than 5:00 p.m. on Tuesday, January 17, 2023. The attached job announcement document contains additional details, including the application process for those who wish to be considered for this opportunity. The successful candidate who is appointed to this interim assignment will be eligible to apply for the permanent position.

I hope that you are having a wonderful week,

Sincerely,

A handwritten signature in black ink, appearing to read "Greg Schulz".

Greg Schulz, Ed.D.
Superintendent/President



Interim Dean of Counseling Programs and Services

Citrus College is opening an internal recruitment for the Interim Dean of Counseling Programs and Services. This opportunity is open to all interested current employees of the District who meet the minimum qualifications for the position. Interviews for this opportunity are anticipated to be held on Monday, January 23 and/or the morning of Tuesday, January 24. This temporary assignment is projected to begin on February 1, 2023 (or shortly thereafter at a date to be determined) and end on December 31, 2023. At the conclusion of this temporary assignment, the Interim Dean will return to their previous position.

The successful candidate who is appointed to this interim assignment will be eligible to apply for the permanent position.

Minimum qualifications and other details of this assignment are listed below.

Salary step placement will be recommended to the Board of Trustees taking into consideration the experience and education of the successful candidate and reflective of the [Management Salary Schedule](#) range 77.

If interested, please submit:

1. A letter of interest which should also include your education and work experience that you believe will help you be successful in this assignment
2. A resume that highlights your education and professional experience
3. A list of three professional references, including email and phone contact information

To be considered for this opportunity, applicants are to submit these items to Antonina Papov-Olia, Human Resources Confidential Administrative Assistant, via email at apapov@citruscollege.edu by no later than 5:00 p.m., January 17, 2023.

Job Title

Interim Dean of Counseling Programs and Services

Classification Title

Dean

Department/Site

Counseling Programs and Services

Percentage of Employment

100% (full-time)

Estimated Period of Employment

February 1, 2023 – December 31, 2023

Work Schedule

Monday – Friday, 8:00 a.m. – 5:00 p.m. (However, some flexibility such as evenings and weekends will be required to meet the needs of the Counseling Programs and Services Division).

FLSA

Exempt

Evaluated by

Vice President of Student Services

Salary Range

M-77

General Description

Under the direction and supervision of the Vice President of Student Services, the Dean of Counseling Programs and Services leads and manages the development, coordination, and supervision of counseling and placement programs for the District, including disabled students programs and services, articulation, career and transfer center, student equity and achievement program, and matriculation. In addition, the Dean supervises the Director of EOP&S/CARE and CalWORKs, and the Director of Student Support Services.

Essential Duties and Responsibilities

- Provides leadership, administers and directs the District's comprehensive counseling services and programs.
- Provides leadership in the administration, organization and development of District counseling services and related programs, including counseling services, placement, matriculation, transfer, career counseling, disabled student services, international student counseling, EOP&S/CARE and CalWORKs, and the Student Equity and Achievement program.
- Provides overall leadership and direction in the development, implementation and evaluation of division programs to provide efficient and effective counseling, matriculation and student support services.
- Provides leadership and directs all faculty and staff assigned to the area of counseling programs and services.
- Provides leadership for the area of counseling programs and services pertaining to strategic planning, budget, curriculum and other related matters.
- Provides leadership in the implementation of new technologies related to counseling programs and services.
- Manages the placement, orientation and counseling components of the District's matriculation plan.
- Manages, prepares and monitors all budgets in the area of responsibility.
- Facilitates the planning, development and implementation of new programs as needed to improve counseling and other services for students.
- Facilitates the development and implementation of program review.
- Facilitates the development of publications relating to counseling and associated programs and prepares required information for the college catalog and schedule of classes.
- Facilitates appropriate staff development activities for assigned faculty and staff.
- Facilitates the development and implementation of orientation services.
- Facilitates the review and documentation of degrees/certificates/skill awards.
- Develops counselor work schedules to provide sufficient coverage for registration and to staff required counseling courses.

- Assists the Dean of Enrollment Services and the Director of Financial Aid with coordinating registration procedures and other common activities.
- Maintains current knowledge of and compliance with District policies and procedures, state and federal laws, rules, regulations and requirements as related to counseling programs and services.
- Assists the District in enrollment management planning.
- Communicates District policy and administrative decisions to division personnel and students.
- Administers the collective bargaining agreements among the District and the faculty and classified unions.
- Fosters an atmosphere of collegiality and supports the goals of participatory governance.
- Participates in the selection and evaluation of division personnel.
- Resolves conflict.
- Supervises and evaluates personnel in assigned areas.
- Serves as an active member of the student services administrative team.
- Serves on and provides leadership to campus committees as assigned.
- Performs other duties as assigned that support the overall objective of the position and the District's mission statement.

Minimum Qualifications

- Possession of a master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development or the equivalent.
- One year of formal training, internship, or leadership experience reasonably related to this management assignment.
- Evidence of ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Evidence of interest in working in the community college setting.
- Evidence of ability to work effectively as a member of the administrative team.
- Evidence of experience and training in the utilization of technology in administrative practice.
- Evidence of experience supervising a complex educational department responsible for implementation of state and federal regulations.
- Evidence of qualification for a current Citrus College Faculty Service Area (FSA).
- Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.



POSITION DESCRIPTION

Dean of Counseling Programs and Services

Position Dean of Counseling Programs and Services
Department/Site Student Services
FLSA Exempt
Evaluated by Vice President of Student Services
Salary Range M-77

General Description

Under the direction and supervision of the Vice President of Student Services, the Dean of Counseling Programs and Services leads and manages the development, coordination, and supervision of counseling and placement programs for the District, including disabled students programs and services, articulation, career and transfer center, student equity and achievement program, and matriculation. In addition, the Dean supervises the Director of EOP&S/CARE and CalWORKs, and the Director of Student Support Services.

This is a twelve-month educational management position with faculty retreat rights.

Essential Duties and Responsibilities

- Provides leadership, administers and directs the District's comprehensive counseling services and programs.
- Provides leadership in the administration, organization and development of District counseling services and related programs, including counseling services, placement, matriculation, transfer, career counseling, disabled student services, international student counseling, EOP&S/CARE and CalWORKs, and the Student Equity and Achievement program.
- Provides overall leadership and direction in the development, implementation and evaluation of division programs to provide efficient and effective counseling, matriculation and student support services.
- Provides leadership and directs all faculty and staff assigned to the area of counseling programs and services.
- Provides leadership for the area of counseling programs and services pertaining to strategic planning, budget, curriculum and other related matters.
- Provides leadership in the implementation of new technologies related to counseling programs and services.
- Manages the placement, orientation and counseling components of the District's matriculation plan.
- Manages, prepares and monitors all budgets in the area of responsibility.
- Facilitates the planning, development and implementation of new programs as needed to improve counseling and other services for students.
- Facilitates the development and implementation of program review.
- Facilitates the development of publications relating to counseling and associated programs and prepares required information for the college catalog and schedule of classes.
- Facilitates appropriate staff development activities for assigned faculty and staff.
- Facilitates the development and implementation of orientation services.
- Facilitates the review and documentation of degrees/certificates/skill awards.
- Develops counselor work schedules to provide sufficient coverage for registration and to staff required counseling courses.



POSITION DESCRIPTION

Dean of Counseling Programs and Services

- Assists the Dean of Enrollment Services and the Director of Financial Aid with coordinating registration procedures and other common activities.
- Maintains current knowledge of and compliance with District policies and procedures, state and federal laws, rules, regulations and requirements as related to counseling programs and services.
- Assists the District in enrollment management planning.
- Communicates District policy and administrative decisions to division personnel and students.
- Administers the collective bargaining agreements among the District and the faculty and classified unions.
- Fosters an atmosphere of collegiality and supports the goals of participatory governance.
- Participates in the selection and evaluation of division personnel.
- Resolves conflict.
- Supervises and evaluates personnel in assigned areas.
- Serves as an active member of the student services administrative team.
- Serves on and provides leadership to campus committees as assigned.
- Performs other duties as assigned that support the overall objective of the position and the District's mission statement.

Minimum Qualifications

- Possession of a master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development or the equivalent.
- One year of formal training, internship, or leadership experience reasonably related to this management assignment.
- Evidence of ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Evidence of interest in working in the community college setting.
- Evidence of ability to work effectively as a member of the administrative team.
- Evidence of experience and training in the utilization of technology in administrative practice.
- Evidence of experience supervising a complex educational department responsible for implementation of state and federal regulations.
- Evidence of qualification for a current Citrus College Faculty Service Area (FSA).
- Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.